

BOBBY JINDAL
GOVERNOR



STAFFORD OLIVIA PALMIERI
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

December 8, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-30

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Employee Notification – Affordable Care Act (ACA) Form 1095-C

As required by the Patient Protection and Affordable Care Act (PPACA), the Office of State Uniform Payroll (OSUP) will begin ACA reporting in 2016 (reporting calendar year 2015 data). The ACA requires employers to provide an Internal Revenue Service (IRS) form to employees/covered individuals as well as report information to the IRS. OSUP will be reporting health care offers and coverage via IRS Form 1095-C (Employer Provided Health Insurance Offer and Coverage).

All Forms 1095-C will be mailed to employees by January 31, 2016. **Note:** There will be no electronic self-view and print option available for Form 1095-C. This does not, however, affect the employee's option he/she has chosen for receipt of his/her IRS Form W-2.

In an effort to provide advance notification and purpose of this new form, as well as mitigate phone calls, agencies must notify employees of the new IRS Form 1095-C that they will receive next year. To assist agencies, OSUP is providing a [sample announcement letter](#) introducing the employee statement, Form 1095-C. The employee letter is available on the [Affordable Care Act page](#) of the OSUP website. Agencies should modify the letter to include the agency's official letterhead, current date, agency contact information, and any other agency specific information. Agencies should distribute this letter to all ACA Reportable employees by December 31, 2015.

Employee questions should be directed to the agency's human resources office. Agency questions concerning ACA and/or the IRS form should be directed to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Kenya Warren 342-5357
Jessamy Charette 342-5344
Jodi Bullock 342-5345

Desiree Jefferson 342-5377
Brandy Boyd 342-5354

APH/KW:par